

*Chase*

**SECRET**

Approved For Release 2001/11/20 : CIA-RDP79-01157A000200070008-1

**SECURITY INFORMATION**

8 MAR 1952

Assistant Director, Collection and Dissemination

Assistant Director, Research and Reports

Requirements of Techniques and Methods Division for IBM Servicing  
by the Special Register

25X1B

1. Under OPR Project 152-52, the Office of Research and Reports has established a Techniques and Methods Division, whose primary function at the present time is to exploit information [REDACTED]. The probable volume of incoming information will be such that mass methods of handling and mass analytic techniques will be necessary in order to fully exploit this source. Previous discussions by staff members of the Techniques and Methods Division with staff members of your Office, indicate that there is need for utilization of IBM punch cards and that the visual presentation needs are helped by using cards containing windows for 35 mm negatives.

2. Estimated monthly requirements for servicing by the Special Register are as follows:

- a. 20,000 basic punch cards (with 35 mm apertures).
- b. 10,000 inspector or trade mark punch cards (without apertures).
- c. extensive sorting, refiling, and occasional listings, card counts, and collation.

3. Our present estimate is that we will not be in a position to ask for full-scale servicing until sometime during the summer of 1952. We would, however, like to plan a relatively short test-coding, punching, and sorting project before we set final patterns for the operation.

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5. We would like to begin specific operational planning with staff members of the Special Register. Can you authorize this activity on the part of your Office?

(S)

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[REDACTED] (Acting)

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D/T/CR

[REDACTED] blw/dp

6 Mar 52

Distribution:

Addressee - 0&1  
✓GAD/RR - 2  
OCB/Special Register - 1  
D/C - 1  
D/T - 1

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